



रेल मंत्रालय

Ministry of Railways

भारतीय रेल राष्ट्रीय अकादमी, वडोदरा

NATIONAL ACADEMY OF INDIAN RAILWAYS, VADODARA - 390 004

Tel. Rly 45235 (O) e-mail: alio@nair.railnetgov.in

No: CTI-NAIR0LB(PHTO)/2/2023-O/o LIO/NAIR/BRC

Dt. 17-08-2023

Policy of Photography arranged by NAIR Library

The policy of photography arranged by the Library for various courses and occasions was last issued on 29-05-2009. The same has been modified and following policy is issued for information of all the concerned.

1. Group photos will be taken for all the courses. Distribution of printed copies will be as under:
 - a. One Copy for Course Director
 - b. One copy for Library Record
 - c. Soft copy will be given to CD for e-mail circulation to the participants
2. Group Photographs are arranged on Tuesday at 16.30 hrs. This should be strictly followed to avoid unnecessary hardships to the Faculty Members. In case of deviation of time, the concerned CD shall obtain the approval of the Dy.DG and inform ALIO.
3. Further, Photography shall be arranged on important occasions like Foundation Day, Independence Day, Republic Day, Gandhi Jayanti, VVIP Visit and Lectures, Sports Activity, Railway Week etc. For other ceremonies like Ekta Diwas, Sadbhavna Diwas, Yoga Day, Blood Donation, Swachchhata Abhiyan, Tree Plantation, Blood Donation camp etc., the same will be done with the directions of the concerned FM in charge.
4. Number of photographs for each occasion mentioned in para 3 should normally not to exceed 25 in numbers. This is as per the prevailing policy, the same should be strictly adhered to. Excess number of photographs shall require approval of the Dy. DG.
5. No photography should normally be arranged for valedictory of the courses except when a dignitary is invited as a chief guest or guest of honor. In such cases, the CD will have discretion to arrange photography and he/she will inform the ALIO through an email to arrange the same.
6. No photography shall be arranged for the cultural programs conducted by the course participants except with the express approval of the Dy.DG.

This has approval of the Dy. Director General.

Alka Anand

AL&IO
17-8-23

Copy to:

All FMs – by email
PIT, SPEE
LIA-I, II & III